

## **How to Use Discord**

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# Chapter 1. Discord Description

Discord is an app where you can create or join a community and talk with the other members via text, voice, and videos.

## Servers

Discord communities are called servers. Inside each server, there are multiple text and audio channels. Think of the server as a building, and the channels as public rooms inside the building.

## Channels

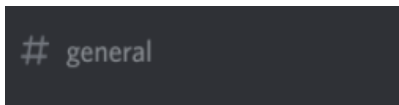
Channels are the places where conversations happen.

The name of the channel indicates the topic of the conversation. If you enter a channel with the name `#pets`, the content should be about pets. There are several types of channels, but the two you are most likely to use are text and audio.

## Text Channels

Text channels have a hashtag in front of the channel name.

Figure 1. Example of a text channel



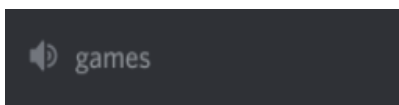
The conversation in a text channel is text-based, but may include:

- links to external websites or videos
- photos
- screenshots

## Audio Channels

Audio channels have a speaker in front of the channel name

Figure 2. Example of an audio channel

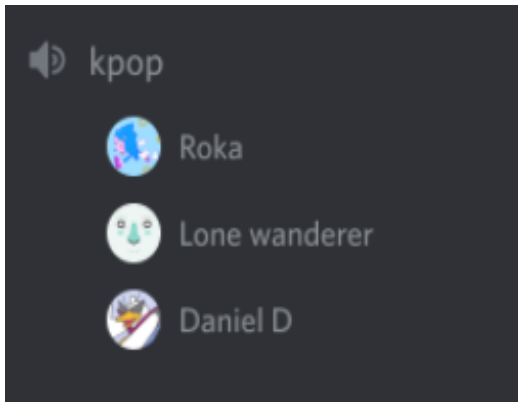


The conversation in an audio channel is voice and/or video based and may include:

- voice chat
- live screen share
- video conference

When an audio channel is in use, you will see the profile pictures of other members currently in the channel.

Figure 3. Audio channel in use



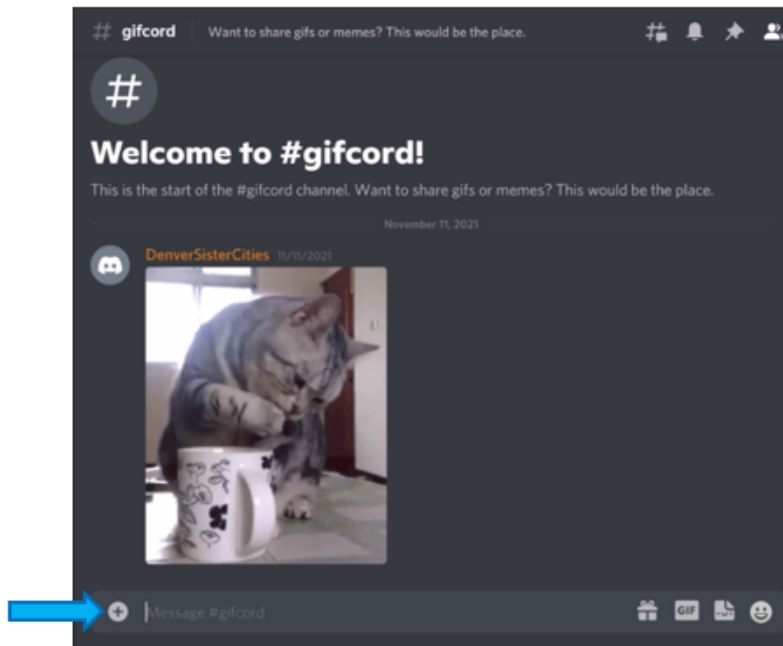
## Chapter 2. Communicating with Others

### Chat in a Text Channel

1. Click on the name of the channel.
2. Click on the message text box, then type your message.
3. Press enter.

Your message will appear above the message text box. You have joined the conversation.

Figure 4. Message text box



### Chat in an Audio Channel

#### Voice Chat

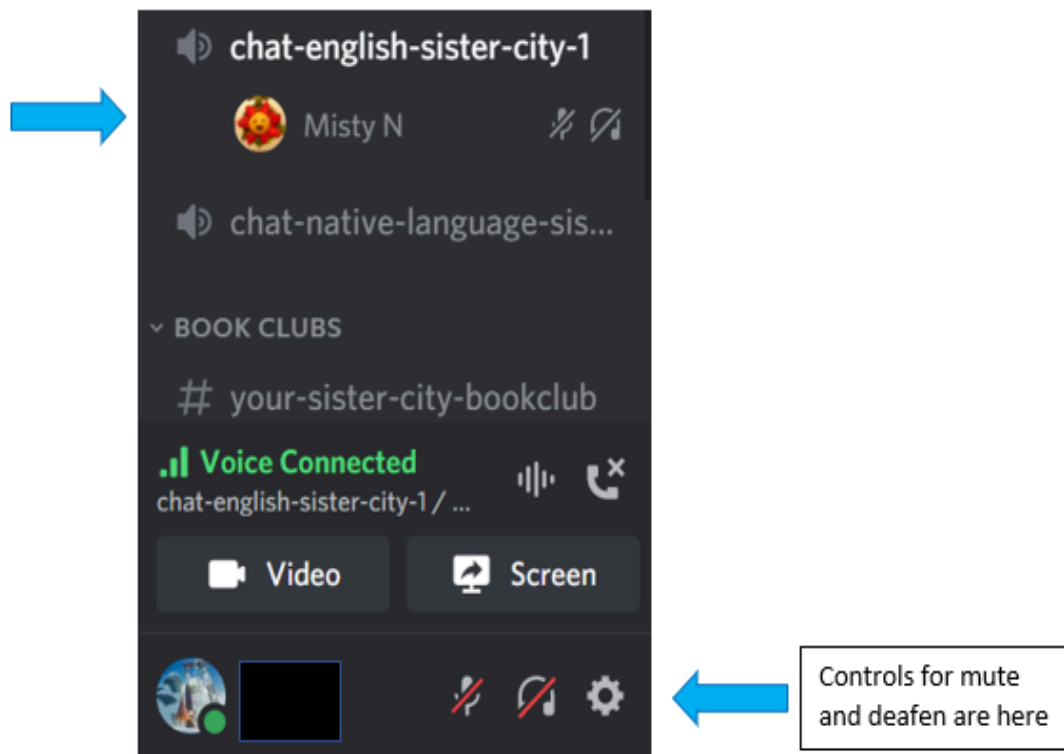
1. Click on the name of the channel where you want to join the conversation.

Your profile picture and username will appear under the audio channel.

**Note:**

The grey mute and deafen symbols next to your profile picture in the audio channel are not interactive buttons and only show whether you are muted or deafened. To mute/unmute or deafen/undeafen, you must click on the buttons located at the bottom of your screen.

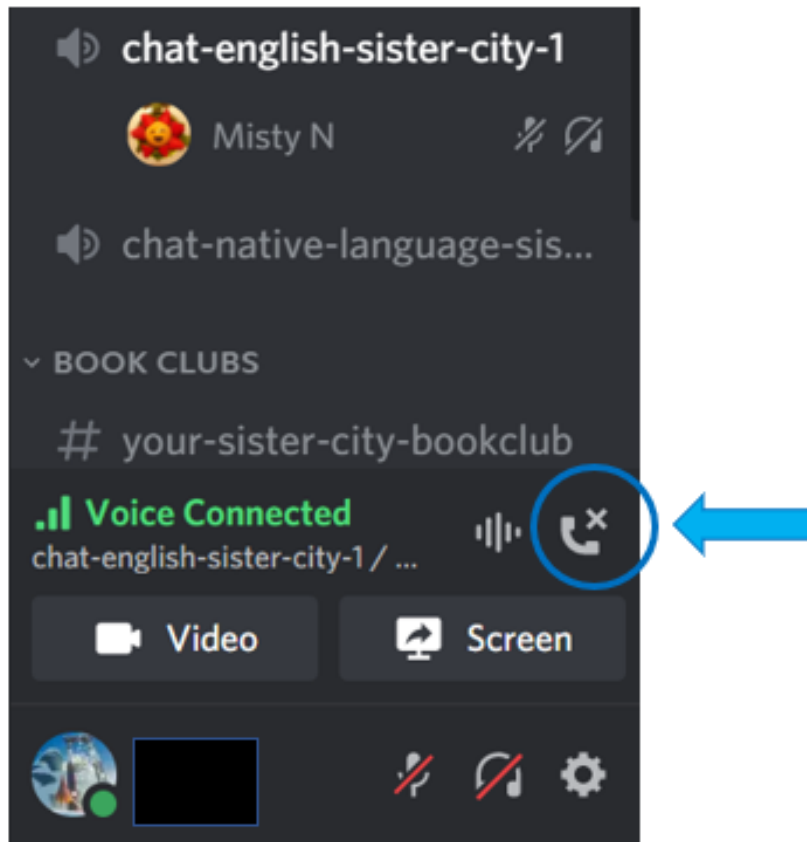
Figure 5. Audio channel appearance and controls



## Exit Voice Chat

1. Click on the **Disconnect** button.

Figure 6. Disconnect button to leave voice chat

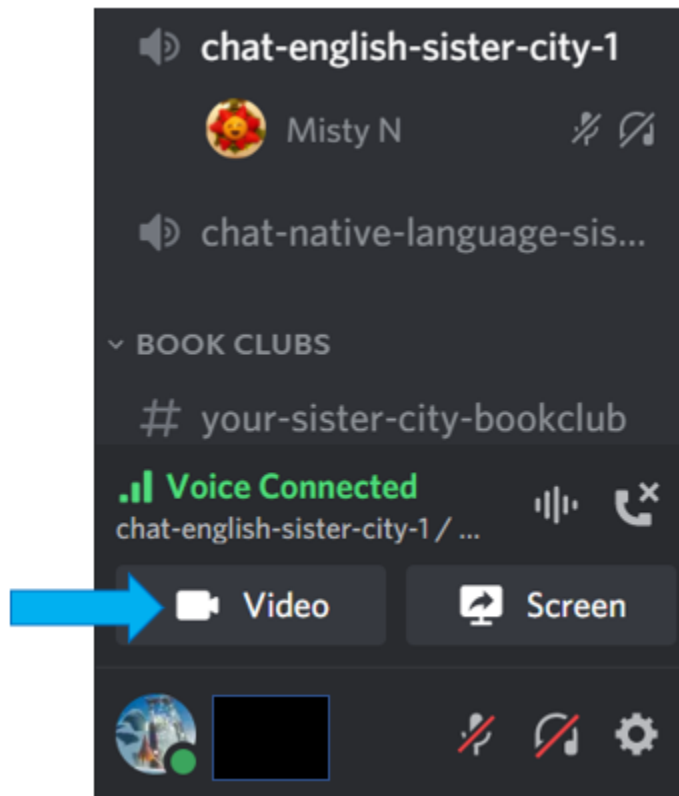




## Video Chat

1. Click on the name of the channel where you want to join the conversation.
2. Click on the **Video** button.

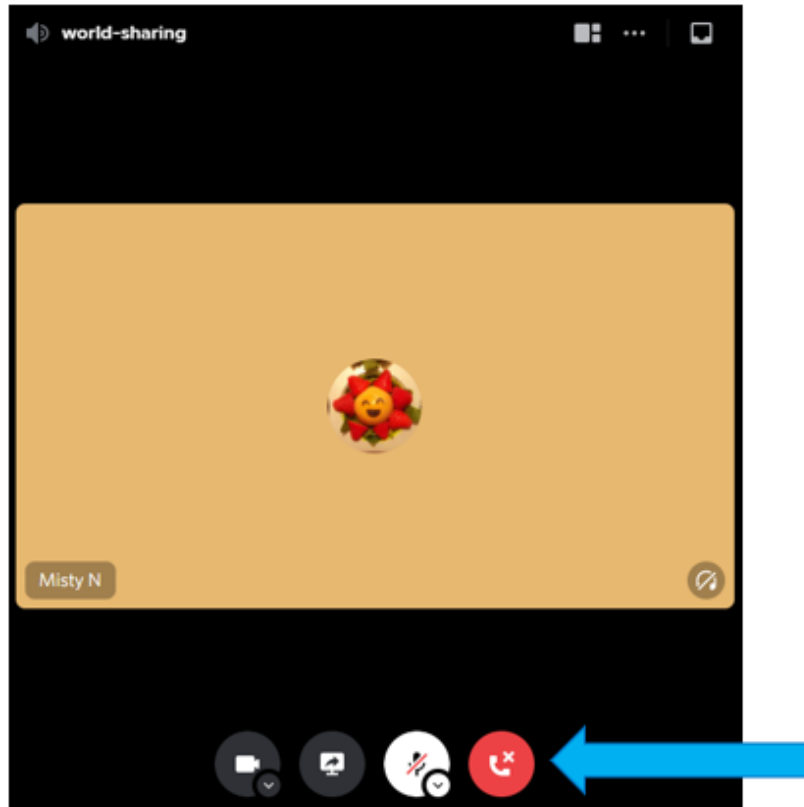
Figure 7. Join video chat button



## Exit Video Chat

1. Click on the **Disconnect** button.

Figure 8. Disconnect button to leave video chat



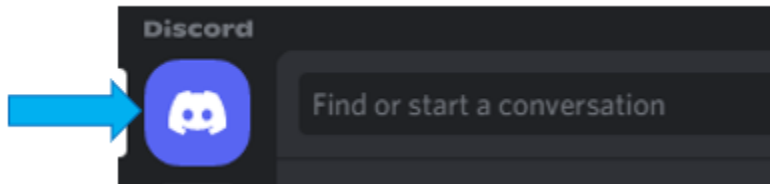
## Direct Messages

Direct messages are direct, private conversations with other members. If you think of the server as a building and channels like public rooms inside the building, a direct message creates a closed, invitation-only space. Think of it like an office.

When you send a direct message to another member:

- Discord will create a room for the conversation in the **Home** server.

Figure 9. Discord Home server



- Each conversation will appear under the **Direct Messages** list, along with the profile picture and username of the member with whom you are having the conversation.

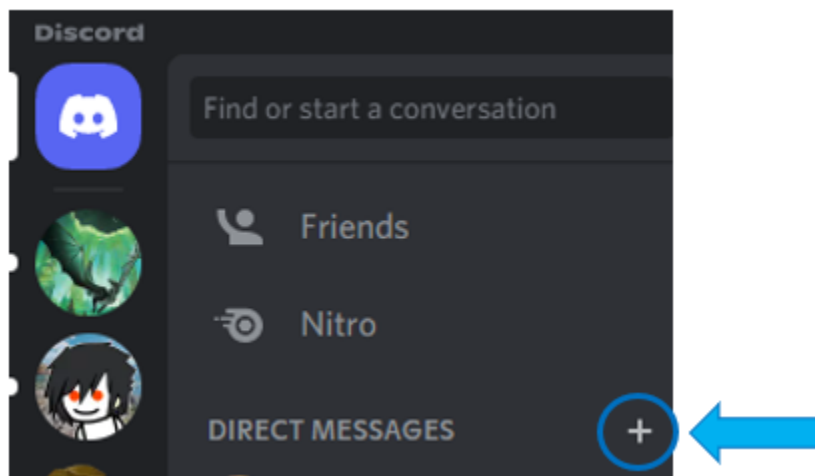
## Send a Direct Message to an Individual

1. Right-click on a member's profile picture.
2. Select **Message** from the context menu.

## Send a Direct Message to a Group

1. Click on the **Home** server.
2. Click on the plus sign to the right of Direct Messages at the top of the Direct Messages list.

Figure 10. Direct message group creation button



3. Select the members you want to include in the conversation. You can select up to 9 members.
4. Click on the **Create Group DM** button.

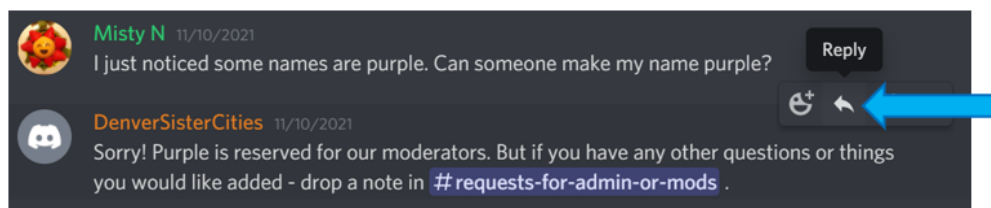
Instead of a single profile picture and username, a Group Direct Message conversation displays:

- a generic profile picture indicating multiple members
- a room/conversation name instead of a username
- the number of participants in the room/conversation

## Reply to a Message

1. Move your cursor over the other member's message. A small context menu will appear on the right side of the screen.
2. Click on the **Reply** button. It looks like an arrow.

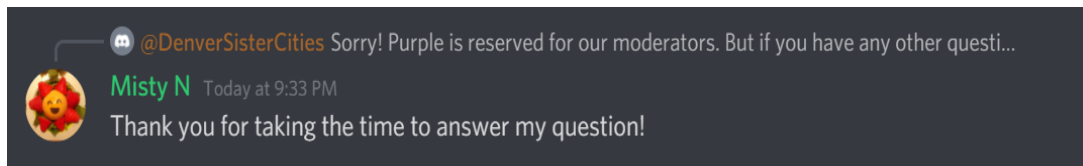
Figure 11. Reply button



3. Type your message in the message text box, then press enter.

Your reply will appear with a link to the original message.

Figure 12. Reply linked to an original message



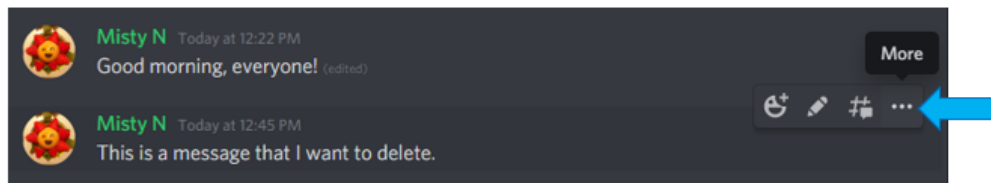
### Note:

If you click on the link, it will take you to the original message.

## Delete a Message

1. Move your cursor over the message you wish to delete. A small context menu will appear on the right side of the screen.
2. To open the message context menu, click on the **More** button. It looks like three dots.

Figure 13. More button



3. Select **Delete Message** at the bottom of the context menu.
4. A deletion confirmation window will appear. Click on the red **Delete** button.

Your message will be removed from the chat.



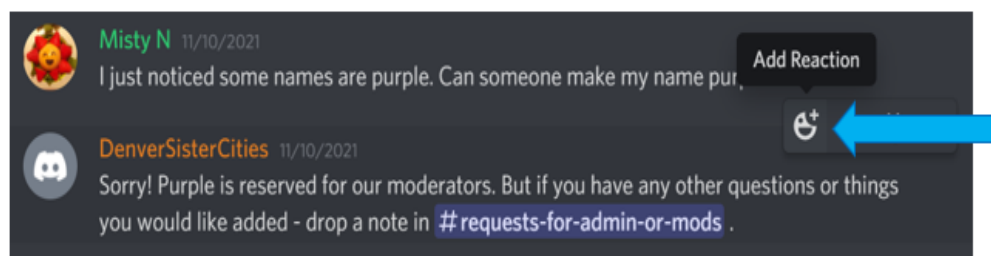
**Note:**

Depending on permission settings, you may only be able to delete your own messages. However, other members (such as moderators and administrators) may have permissions that allow them to delete messages posted by other members.

## Add an Emoji to Another Member's Message

1. Move your cursor over the other member's message. A small context menu will appear on the right side of the screen.
2. Click on the **Add Reaction** button. It looks like a smiley face with a plus sign in the upper right corner.

Figure 14. Add Reaction button



3. A pop-up menu will appear. Click on the desired emoji.

## Pings and How to Ping

A ping is a message to another member meant to draw their attention to a specific conversation or item.

## Ping a Member

1. Type the @ symbol in the message text box. A list of available members will appear over the message text box.
2. Begin typing the username of the member you want to ping. Continue to type the username until the desired name and profile picture appear over the message text box.

Figure 15. Members search



3. Click on the desired name.
4. Type the rest of your message (if any), then press enter.



### Note:

Depending on permission settings, you may be able to send a ping to an entire group, such as **@Moderators** or **@Administrators**. If the option to ping an entire group is available, the group name will appear in the list of member usernames.

Discord will:

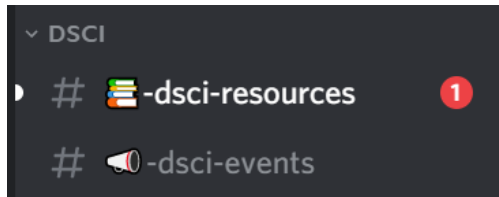
- notify the pinged member that they have new mentions

Figure 16. New mentions general notification



- place a red number next to the channel containing the ping

Figure 17. New mention channel notification



- highlight the ping in yellow

Figure 18. Highlighted message



**Note:**

Depending on the member's notification settings, they may receive an audio notification on their phone.

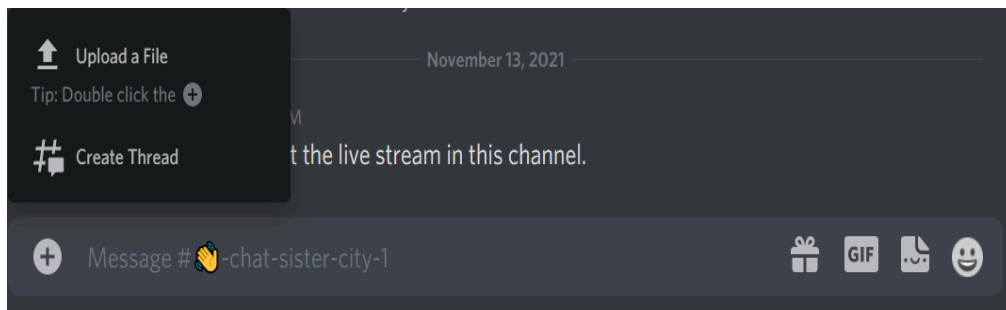
# Chapter 3. Sharing Media

## Upload a Picture

You must have a picture or file you want to upload. The file should be saved in an easy to find location on your computer.

1. Click on the plus sign icon to the left of the message text box.
2. Select **Upload a File**.

Figure 19. Upload a file context menu



3. Navigate to the file you want to upload.
4. Select the file, then click on the **Open** button.

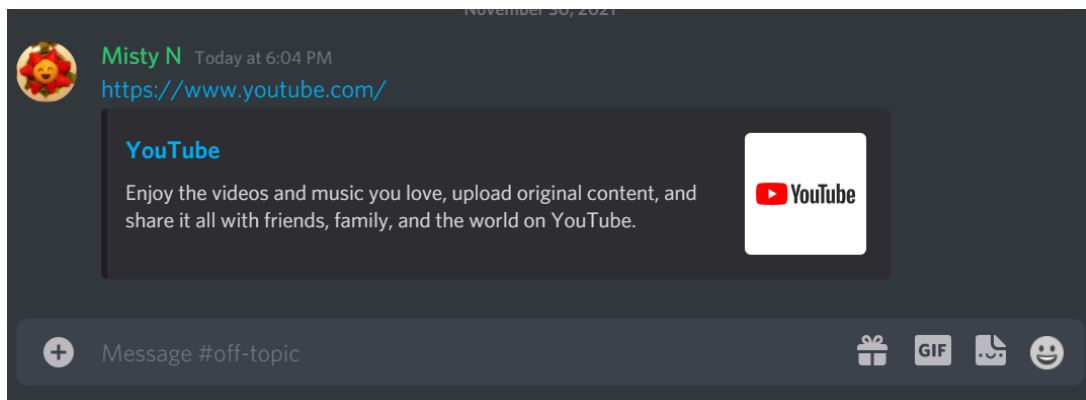
## Link to a Website

1. Navigate to the website.
2. Copy the URL from the location bar. *Example:* <https://www.youtube.com/>
3. Paste the URL into the text message box, then press enter.

Your link will be posted in the channel.



Figure 20. Example of a posted link to a website

**Note:**

If you want to add a description or a comment to your link, create a separate message either above or below the link. If there is an active conversation, you must post the link and the comment quickly to keep the two items next to one another.

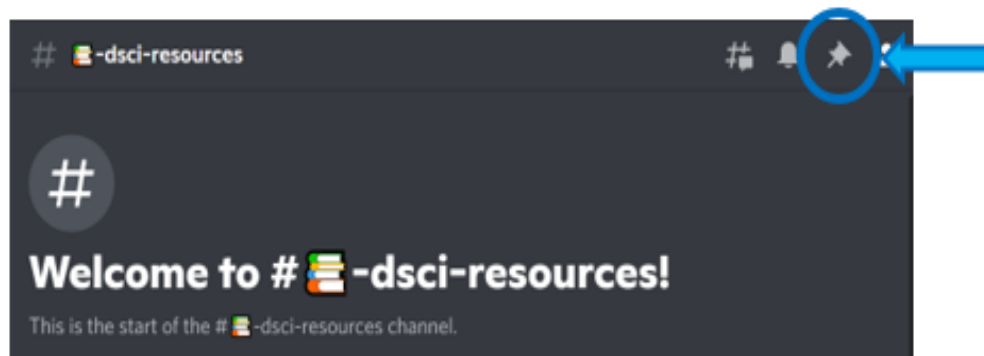
## Pins

A pin "pins" messages to the top of a channel, making the information easy to find. Think of it like a sticky note.

### Look at Pinned Messages

1. Click on the **Pinned Messages** button. It looks like a thumb tack or pin.

Figure 21. Pinned Messages button



2. If there are multiple pinned messages, use the scrollbar to navigate through them.

## Pin a Message

Create and post the message to the channel.

1. Move your cursor over the message you want to pin. A small context menu will appear on the right side of the screen.
2. Click on the **More** button. It looks like three dots.
3. Select **Pin Message** from the context menu.
4. A pop-up window will appear. Confirm that you have selected the correct message, then click the **Oh yeah. Pin it** button.



### Note:

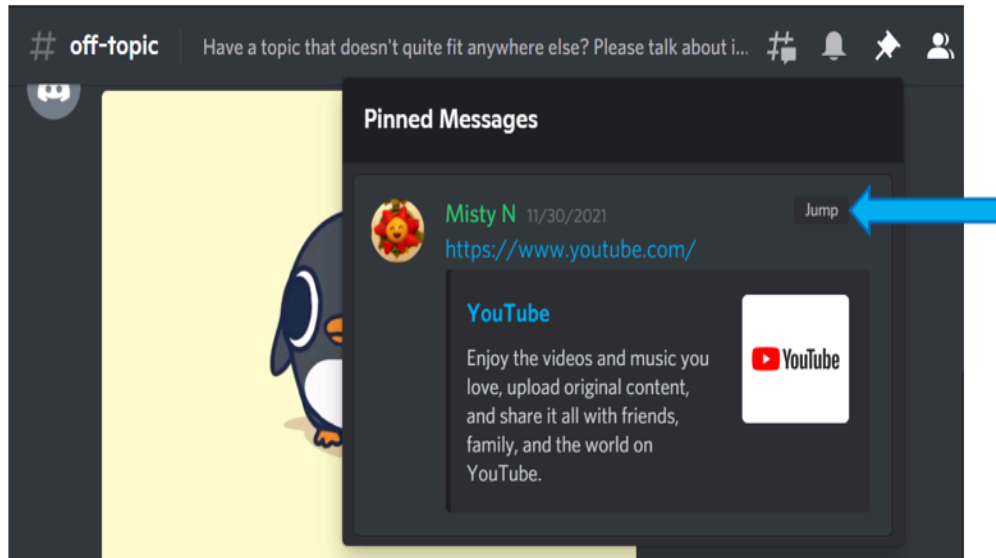
If you need to pin an item but the pin option is unavailable, ask for help. Some members (such as moderators and administrators) may have permissions that allow them to pin messages in channels where the pin option is unavailable to others. See: [Direct Message a Moderator \(on page 21\)](#).

*Example:* If you are part of a book club that meets in a Discord channel, it may be helpful to pin information like the date and time the book club meets, or a link to the current book the book club is reading.

## Unpin a Message

1. Navigate to the pinned message in **Pinned Messages**. See: [Look at Pinned Messages \(on page 17\)](#)
2. Move your cursor over the pinned message. Click on **Jump** to move to the location of the original message posted in the conversation.

Figure 22. Jump button



3. Move your cursor over the original message. A small context menu will appear on the right side of the screen.
4. Click on the **More** button. It looks like three dots.
5. From the context menu, select **Unpin Message**.

# Chapter 4. General Use

## Turn Off Notifications

When you choose to join a Discord community, there can be a significant amount of conversation and notifications, including messages that push to your phone and audio pings. If the conversation is too "loud" you can always adjust your notification settings.

1. Right-click on the server.
2. Select **Notification Settings** from the context menu.
3. The pop-up window will allow you to adjust your notification settings, including options for:

- mute the server entirely
- select if you want to be notified for
  - all messages
  - only pings specific to you (@YourMemberName)
  - nothing
- suppress server or channel-wide messages directed to @everyone and @here
- disable mobile push notifications

## Add a Friend

1. Right-click on a member's profile picture.
2. Select **Add Friend** from the context menu.



### Note:

Discord will send a message to the member notifying the member of your request. The other member must accept your friend request before their username and profile picture will appear under **Friends**.

# Chapter 5. When You Need Help

## Using Discord Features

If you are not finding the information you need here, other Discord help resources are:

Resource	How to Access
Discord Help	Log into Discord. Click on the question mark in the upper right corner.
Melia2323	Contact Melia2323 and request an item be added to this guide.

## Moderator

Whenever you have a large group of people in one place, you will also have misunderstandings and conflict. Moderators can settle disputes, delete messages, and discipline or ban members displaying bad behavior. If you need assistance, there are several ways to contact a Moderator.

## Ping a Moderator

See: [Ping a Member \(on page 14\)](#)

If you ping a moderator, there is no need to describe the context or location. Discord will notify the moderator what channel the ping is in.

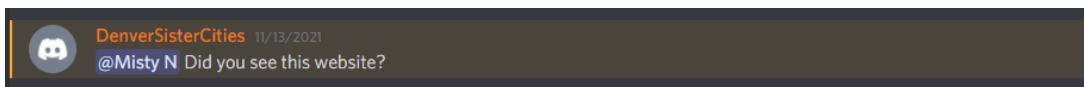


### Note:

The ping is text and will be visible to other members. This is not a way to privately contact a Moderator.

*Example:* If you notice someone selling knock-off sunglasses in a channel named #pets, you can add a new post and include a ping. If the message is older and further back in the conversation, you can reply to the original message and include a ping in your reply.

Figure 23. Sample ping message



## Direct Message a Moderator

If you want to contact a Moderator in a way that is not visible to other members, send a direct message.

See: [Send a Direct Message to an Individual \(on page 11\)](#)

If you notice someone selling knock-off sunglasses in a channel named #pets, you can send a direct message with information about the channel, the other member, and the context. *Example:* "Can you please come to #pets and look at the messages from SellingSunglassesCheap?"



**Note:**

Take a screenshot of the message if you can and include it in your direct message to the Moderator. See: [Upload a Picture \(on page 16\)](#). It can be difficult for a moderator to take appropriate action if the member deletes their message and there is no record of bad behavior or breaking the rules.